**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, June 19, 2024, at 6:30 p.m.**

Meeting held at Janesville Fire Protection District Station email: [jfpd@frontiernet.net](mailto:jfpd@frontiernet.net) 463-390 Main St. P.O. Box 40 website: <http://janesvillefireca.org>

Janesville, Ca. 96114 phone: (530) 253-3737

\*Parties with a disability as provided by the Americans with Disabilities Act who require special accommodations or aides in order to participate in the public meeting should make the request to the Janesville Fire Protection District three full business days prior to the meeting at (530) 253-3737 or [jfpd@frontiernet.net](mailto:jfpd@frontiernet.net) or at the District website, janesvillefireca.org [Government Code Section 54954.2(a) (1)]

6:

**A. CALL TO ORDER/OPENING CEREMONIES**

1. Called business meeting to order by Chairman Beck at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Beck, Holmes, White, Leef and Moore. Also present were Chief Leef, Assistant Chief R. Stading, Volunteer, S. Butterbach, Incident Support Volunteer S. Leef and Secretary K. Coe.

**Director Holmes made a motion, seconded by Director White, to approve Call to Order and Opening Ceremonies as completed.**

**The motion carried: AYES: 5, NOES: 0**

**B. PUBLIC COMMENTS**

During Public Comments, the public may address the Board on any issue within the district’s authority which is not on the agenda.

Individual public comments are subject to a 3-minute limit. **No public comments.**

**C**. **CONSENT CALENDAR**

The Board considers all matters listed under the CONSENT CALENDAR to be routine in nature and is usually approved by a single vote.

1. Approve June Agenda (*additions* and/or *deletions*).
2. Approve May Regular Meeting Minutes.
3. Approve April and May Financial Reports, Sage Balance Sheets.
4. Approve April and May Directors’ signature pages for Sage General Ledge, Cash with County – Operations (fund 206) & Developer Fees (fund 229).
5. Approve June Expenditures

**Director Leef made a motion, seconded by Director White, to approve the Consent Calendar****.**

**The motion carried: AYES: 5, NOES: 0**

**D. BOARDS AND COMMISSIONS** None

**E. CHIEF’S REPORT -** June 19, 2024, Chief’s report attached.

**F. COMMITTEE REPORTS**

1. SUBJECT – Maintenance of Buildings (Moore/Leef) – Nothing to report.

2. SUBJECT – Personnel (Holmes/Beck) – Nothing to report.

3. SUBJECT – Equipment (Moore/Leef) – Nothing to report.

4. SUBJECT – Subdivisions (Beck/White) – Nothing to report.

5.SUBJECT – DMV (Chief Leef) – Nothing to report.

6. SUBJECT - New Engine (Moore/Holmes) – Chief Leef reported the bell housing on the Pierce Saber engine #421 was being fixed by Golden State Apparatus in Sacramento, California, prior to being delivered to our Main Street station.

**G. STAFF REPORT**

1. Chief Leef reported -
2. The graphics for Rescue #452 are needed but can wait.
3. Secretary Coe reported –
4. A reminder that when the Pierce Saber engine is delivered, the sales tax payment will be approximately $45,268.64 (7.25% x $624,395.01).
5. Contacted Law Firm Prentice Long in Redding California and will continue to research.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding approval to surplus one or more engines from JFPD fleet.

**Director Holmes made a motion, seconded by Director White, to approve the surplus of engine #423, a 1975 International Pumper, as soon as possible, and to surplus engine #424, 1986 International Pumper, when the US Forest Service engine is available to respond to fires as the updated engine #424. Both engines are to be sold through the public bidding process.**

**The motion carried: AYES: 5, NOES: 0**

1. Discussion and possible action regarding the approval of the Sierra Electronics quote for the purchase of radios for engine #421 in the amount of $3,560.72, to be purchased after July 1, 2024.

**Director Moore made a motion, seconded by Director Leef, to approve the Sierra Electronics quote for engine #421 radios to be installed at Janesville Main station after July 1, 2024.**

**The motion carried: AYES: 5, NOES: 0**

1. Discussion and possible action authorizing Chief Leef to research, work with the fire equipment vendor/s with the lowest responsible bid, and to purchase fire equipment (listed in the bids) for engine #421, the amount not to exceed of $16,000.00, to be purchased after July 1, 2024.

**Director Holmes made a motion, seconded by Director White, to authorize Chief Leef to purchase the necessary fire equipment, from the fire equipment vendor/s with the lowest responsible bid for engine #421, the amount not to exceed $16,000.00, to be purchased after July 1, 2024.**

**The motion carried: AYES: 5, NOES: 0**

1. Discussion and possible action regarding approval of annual purchase of ESO reporting software in the amount of $2,691.00, to be purchased after July 1, 2024, and approval of Chief Dustin Leef to sign the DOCUSIGN contract for said purchase.

**Director Moore made a motion, seconded by Director White, to approve the annual purchase of ESO reporting software in the amount of $2,691.00, to be purchased after July 1, 2024, and approval of Chief Dustin Leef to sign the DOCUSIGN contract for said purchase**

**The motion carried: AYES: 5, NOES: 0**

1. Discussion and possible action regarding approval of the purchase of graphics for engine #424 from vendor RJ Marx in the amount of $548.30, to be purchased after July 1, 2024.

**Director White made a motion, seconded by Director Leef, to approve the purchase of graphics for engine #424 from vendor RJ Marx in the amount of $548.30, to be purchased after July 1, 2024.**

**The motion carried: AYES: 5, NOES: 0**

1. Discussion and possible action regarding approval of Resolution # 2024-002, A RESOLUTION ORDERING AN ELECTION, REQUESTING CONSILIDATION AND REQUESTING THE COUNTY ELECTIONS OFFICIAL TO CONDUCT THE ELECTION.

**Director Holmes made a motion, seconded by Director White, to approve of Resolution # 2024-002, A RESOLUTION ORDERING AN ELECTION, REQUESTING CONSILIDATION AND REQUESTING THE COUNTY ELECTIONS OFFICIAL TO CONDUCT THE ELECTION.**

**The motion carried: AYES: 5, NOES: 0**

1. Discussion and possible action regarding approval of Prop 4 Limits FY 24/25 at $374,119.00, Resolution # 2024-003.

**Director Moore made a motion, seconded by Director White, to approve of the Prop 4 Limits FY 24/25 at $374,119.00 - Resolution # 2024-003.**

**The motion carried: AYES: 5, NOES: 0**

1. Discussion and possible action regarding approval of the Special Tax for FY 24/25.

**No action, postpone and place on July 2024 agenda.**

1. Discussion and possible action regarding the 2024/2025 Proposed budget.

**No action, postpone and place on July 2024 agenda.**

1. Discussion and possible action regarding approval of year end transfers FY 23/24.

**No action, postpone and place on July 2024 agenda**.

1. **ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION**

1. PUBLIC EMPLOYMENT - pursuant to Government Code §54957

a. Fire Chief Evaluation

b. Assistant Fire Chief Evaluation and consideration of increase in hourly wage

c. Secretary Evaluation

**No action was taken at this time; the Board directed these items to be placed on the July 10, 2024 Regular Meeting Agenda.**

**J. CLOSED SESSION –** No closed session.

**K. ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION**

No Closed session.

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports – Progress regarding surplus of engine #423, hose tests, legal counsel, taxes on engine #421.

2. Items for Business and Action – Special Taxes FY 24/25, Proposed Budget FY 24/25, end of year transfers 23/24, Closed Session – Fire Chief, Asst. Chief and Secretary evaluations and consideration of pay increases.

**M. ADJOURNMENT**

**Director White made a motion, seconded by Director Leef, and carried to adjourn the meeting at 7:49 p.m.**

Submitted by Karen Coe, Secretary